

Fire Officer III

Variance Request Packet

The intent of this packet is to provide guidance to those persons requesting certification for Fire Officer III based on that person's prior experience, education, etc. in lieu of testing in a traditional manner. This packet, when completed, will serve as the supporting information to be presented to the Board of Firefighting Standards and Education "Board" for their review and approval, or denial.

This packet is to be completed by the applicant and submitted to the Certifications Section of the Indiana Department of Homeland Security at least 30 days prior to the upcoming regularly scheduled meeting of the Board. Any omitted or excluded information or documentation will automatically delay the request to the next regularly scheduled Board meeting.

655 IAC 1-2.1-10 Fire Officer III

Sec. 10. (a) The minimum training standards for Fire Officer III certification shall be as set out in that certain document, being titled as NFPA 1021, Standard for Fire Officer Professional Qualifications, Chapter 6, 2009, published by NFPA, Batterymarch Park, Quincy, Massachusetts 02269, which is hereby adopted by reference and made a part of this rule as if fully set out in this rule. To the extent that Chapter 6 requires compliance with another NFPA standard, such standard shall be that which is referred to in Chapter 2.

(b) The candidate shall be certified as a Fire Officer II.

Prerequisites: This certification has the following prerequisites:

☐ Do Have ☐ Do not have Fire Officer II

☐ Do Have ☐ Do not have Instructor II

A copy of supporting documents such as the certificate or other compelling information is required to proceed with this packet.

Variance Request Requirements:

Candidates must have a minimum of 40 points in Education and Experience (15 of which must be in experience) to qualify for variance consideration. The candidate must clearly spell out why the degree that they have should count for the certification for which they are applying. Draw linkages between the degree and the certification. This must be provided in the applicants' statement below when describing the reason for the request."

Education (Check the highest level only)

- ☐ Doctorate or Masters Degree- 40 points
- ☐ Bachelors Degree- 30 points
- ☐ Associates Degree- 20 points
- ☐ Academic Certificate- 10 points
- ☐ Executive Fire Officer Certificate through the National Fire Academy- 30 points
- ☐ Any Fire Science degree- 10 additional points (above whatever degree is checked)

_____Total Education Points

Experience (My date of hire is: _____)

- ☐ 20 years and above- 2 points per year Total_____
- ☐ 15 years to 19 years- 2 points per year Total_____
- ☐ 10 years to 14 years- 2 points per year Total_____
- ☐ 5 years to 9 years- 1 point per year Total_____
- ☐ Less than 5 years- 1 point per year Total_____

_____Total Experience Points

Please include, at a minimum, the following:

- [] -a letter of recommendation from your Supervisor or Fire Chief
- [] -a completed Fire Officer III Practical Skills Evaluation Check List
- [] -copies of any and all transcripts for any degree that you claim above
- [] -copies or proof of any and all certifications that you claim above
- [] -a brief statement (less than 500 words) of your reason for this request

Total Points: _____ Education

_____ Experience

_____ Total Points (40 points required, 15 of which are from experience)

State Certifications Section disposition:

Reviewed by: _____

Recommendation: Approve Deny

Reason for denial:

Board Action: Approve Deny



DIVISION OF TRAINING

FIRE OFFICER III PRACTICAL SKILL EVALUATION CHECK SHEET



Student Name (Last, First, MI)		Firefighter Certification Number		
Drivers License Number		County		
Fire Department / Agency		IDHS Course Number		
Test Location				
SKILL	PERFORMANCE OBJECTIVE	Date	Pass / Fail	Evaluator Signature
GENERAL	NFPA 1021, 2009 Edition, 6.1.2, 6.4.4, 6.4.5			
HUMAN RESOURCE MGMT	NFPA 1021, 2009 Edition, 6.2.4			
COMMUNITY & GOVERNMENT RELATIONS	NFPA 1021, 2009 Edition, 6.3.1			
ADMINISTRATION	NFPA 1021, 2009 Edition, 6.4.1			
ADMINISTRATION	NFPA 1021, 2009 Edition, 6.4.3			
ADMINISTRATION	NFPA 1021, 2009 Edition, 6.4.4, 6.4.5			
INSPECTION & INVESTIGATION	NFPA 1021, 2009 Edition 6.5.2			
EMERGENCY SERVICE DELIVERY	NFPA 1021, 2009 Edition, 6.6.1, 6.6.2, 6.6.3			
HEALTH & SAFETY	NFPA 1021, 2009 Edition, 6.7.1			
EMERGENCY MANAGEMENT	NFPA 1021, 2009 Edition, 6.8.1			

Turn over to complete information required on the back of this examination report.



DIVISION OF TRAINING

FIRE OFFICER III PRACTICAL SKILL EVALUATION CHECK SHEET



This check off sheet is intended to be used as a record of a student's performance of each skill listed and its associated NFPA objective. This sheet will serve as the permanent record for the practical skills testing of the Fire Officer III. This sheet should be used for the evaluation of the student; however, the Evaluator should refer to the IDHS Practical Skills Book and NFPA standards for additional guidance on the proper completion of the demonstrated skill. REMEMBER: A skill may not be evaluated by the instructor who taught that skill. REPORT ANY ERRORS OR PROBLEMS TO THE IDHS CERTIFICATION SECTION 1-800-666-7784.

LEAD EVALUATOR CERTIFICATION OF SKILLS

I certify that the student identified on this form has successfully completed all practical skills listed. Falsification of this information may result in disciplinary action against the Instructor or Evaluator by the Board of Fire Fighter Personnel Standards and Education.

Name		Signature	
Certification Number		Date Signed	

NFPA 1021 Standard for Fire Officer Professional Qualifications 2009 Edition

This document is intended to be used as a guide when applying for a variance with the IAC 655 Board of Personnel Firefighter Standards and Education. Individuals are encouraged to refer directly to the NFPA Standards for technical guidance in determining their completion of the requisite Job Performance Requirements (JPR's). What is contained here is a 'plain English' version of those requirements. Persons wishing to apply for a variance with the Board must clearly document how they have met all of the requirements described below.

Chapter 6 Fire Officer III

6.1 General.

For qualification at Fire Officer Level III, the Fire Officer II shall meet the requirements of Fire Instructor Level II as defined in NFPA 1041 and the job performance requirements defined in Sections 6.2 through 6.8 of this standard.

6.1.1 General Prerequisite Knowledge. Persons seeking to obtain Fire Officer III are expected to extremely knowledgeable about many things related to the fire service including, current national and international trends and developments related to fire service organization, management, and administrative principles; public and private organizations that support the fire and emergency services and the functions of each.

6.1.2 General Prerequisite Skills. *Describe how through experience or training, you:* Utilized various methods to motivate members.

6.2 Human Resource Management. This duty involves establishing procedures for hiring, assigning, promoting, and encouraging professional development of members.

6.2.4 Describe how through experience or training, you: Created a system to encourage members to participate in professional development.

6.3 Community and Government Relations.

This duty involves developing programs that improve and expand service and build partnerships with the public.

6.3.1 Describe how through experience or training, you: Prepared a community risk reduction program that provides for an increase to the public safety.

6.4 Administration. This duty involves preparing a divisional or departmental budget.

6.4.1 Describe how through experience or training, you: Developed a divisional or departmental budget.

6.4.3 Describe how through experience or training, you: Participated in developing requests for proposal (RFPs) where competitive bidding was ensured.

6.4.4 Describe how through experience or training, you: Developed a systems and services evaluation system.

6.4.5 Describe how through experience or training, you: Analyzed and interpreted system and service records so that validity was determined and improvements were recommended.

6.5 Inspection and Investigation.

This duty involves evaluating inspection programs of the AHJ to determine effectiveness and developing public safety plans.

6.5.2 Describe how through experience or training, you: Develop a plan to solve a community fire safety problem.

6.6 Emergency Service Delivery.

This duty involves managing multi-agency planning, deployment, and operations.

6.6.1 Describe how through experience or training, you: Prepared an action plan, given an emergency incident requiring multiple agency operations.

6.6.2 Describe how through experience or training, you: Developed and conducted a multi-agency post-incident analysis.

6.6.3 Describe how through experience or training, you: Created a plan for the use of additional agencies to assist with emergency services which overextend abilities.

6.7 Health and Safety.

This duty involves developing, managing, and evaluating a departmental health and safety program.

6.7.1 Describe how through experience or training, you: Developed and evaluate an accident and injury prevention program.

6.8 Emergency Management.

This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan.

6.8.1 Describe how through experience or training, you: Developed a plan for the fire services resources in the community's emergency management plan.